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Contact Branch Training Course for Administrative Assistants

Conference Room (No. 1276) "Q" Building

Monday, 2 May 1949

	<u>Time</u>	<u>Lecturer</u>	<u>Subject</u>
25X1	9:00	Mr. George G. Carey	Welcome
	9:10		
	9:10	Mr. Lyman B. Kirkpatrick	National Security Organization
25X1	10:15		and CIA
	10:15	Break	
	10:45		
25X1	10:45		Source Division
	11:15		
	11:15		Collection Directives
	12:15		Case Files
	12:15		
	1:30		
	1:30		Index Section
	2:30		
	2:30		Office of Collection & Dissemination
	3:45		Library
	3:45		
	4:00		
	4:00		Office of Reports & Estimates
	5:00		

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 Date: \_\_\_\_\_ By: \_\_\_\_\_

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Tuesday, 3 May 1949

<u>Time</u>	<u>Lecturer</u>	<u>Subject</u>
8:30		Reports Division
9:30		
9:30		Foreign Language Examinations
9:45		
9:45		
10:15		
10:15		Personnel Security
10:45		
12:00		Physical Field Security
12:00		
1:00		
1:00		Administration
1:15		Executive Office
1:15		
3:00		Personnel, Classification and
3:00		Employee Relations
3:00		
3:15		
3:15	Supply and Property	
4:15		
4:15		
5:00	Transportation and	
5:00	Transportation Requests	

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By:	

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Wednesday, 4 May 1949

Time

Lecturer

Subject

8:30  
9:00

9:00  
9:45

9:45  
10:15

10:15  
11:30

11:30  
12:00

12:00  
1:00

1:00  
5:00

Lunch

Captain John Tietgen  
100 Central Bldg.

Alien Section

Communications

Administration & Management

Medical Examination

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- 3 -

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Thursday, 5 May 1949

<u>Time</u>	<u>Lecturer</u>	<u>Subject</u>
25X1 9:00		Budget
10:00		
10:00		
10:30		
10:30		Payroll
11:30		
11:30		
12:30		
12:30		Vouchered Petty Cash
1:30		
1:30		Travel
2:30		
2:30		Summary
3:00		
3:00		
3:30		Unvouchered Funds
5:00		

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Friday, 6 May 1949

Lecturer

Subject

General Assembly

Mr. Lyman B. Kirkpatrick

Goodbye

[Redacted]

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